

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 5

From: Council's Budget and Personnel Committee

Date: July 16, 2021

Subject: Proposed Budget for Fiscal Year 2021-2022

Introduction

The proposed budget for Fiscal Year (FY) 2021-2022 is scheduled for consideration and adoption by Council at the July 23, 2021 meeting. Council is required by the Interlocal Agreement to have an approved budget on or before the July Council meeting for the FY that begins on October 1<sup>st</sup> of each year. The Budget and Personnel Committee has the responsibility to review the proposed budget and present a recommendation to Council for action at the July meeting.

Members of the Budget and Personnel Committee met on Tuesday, July 6, 2021 to discuss Council's proposed budget for FY 2021-2022. Committee members in attendance were Commissioner Townsend (chair), Commissioner Dzadoovsky, Commissioner Adams, Commissioner O'Bryan, Councilmember Davis, Councilman Hmara, and Commissioner Bernard. Council staff members in attendance were Thomas J. Lanahan, Phyllis Castro, and Liz Gulick. The Committee voted to recommend approval of the budget as presented.

Analysis

The proposed general fund budget reflects a 17.5 percent decrease (\$439,519) from the prior year's amended budget. Modifications to revenues and expenditures in the proposed budget are primarily related to the completion of a number of contracts and the winding down of the current brownfields assessment grant. Sufficient funding to support a merit increase for staff averaging three percent is built into this year's budget proposal. A comparison between the amended FY 2020-2021 and proposed FY 2021-2022 budgets is provided for both Revenues (TABLE 1) and Expenditures (TABLE 2). Also included are the latest population figures for each county and the calculation of local government dues (TABLE 3), revenues and expenditures for the management of the Brownfields Revolving Loan Fund (TABLE 4), and the proposed holiday schedule for FY 2021-2022 (TABLE 5). The narrative following the tables summarizes each revenue and expense category in the proposed general fund budget.

Recommendation

Council should approve the proposed budget for Fiscal Year 2021-2022.

Council Action – July 23, 2021

Commissioner Smith from Martin County moved approval of the staff report. Councilmember Bournique, Gubernatorial Appointee from Indian River County seconded the motion, which carried unanimously.

Attachments

## Acronym List

ADA	Americans with Disabilities Act
CBD	Central Business District
CRA	Community Redevelopment Agency
DRI	Development of Regional Impact
EDA	U.S. Economic Development Administration
EPA	U.S. Environmental Protection Agency
FARB	Fixed Asset Replacement Budget
FDEM	Florida Division of Emergency Management
FDEO	Florida Department of Economic Opportunity
FDOT	Florida Department of Transportation
FON	Finding of Necessity
HMEP	Hazardous Materials Emergency Preparedness
IRC	Indian River County
ITID	Indian Trail Improvement District
JPA	Joint Participation Agreement
LDR	Land Development Regulation
LEPC	Local Emergency Planning Committee
MC	Martin County
MPO	Metropolitan Planning Organization
NPB	North Palm Beach
PBC	Palm Beach County
PBCSD	Palm Beach County School District
PBTPA	Palm Beach Transportation Planning Agency
RLF	Revolving Loan Fund
SARA	Superfund Amendments and Reauthorization Act
SFRPC	South Florida Regional Planning Council
SFRTA	South Florida Regional Transportation Authority
SLC	St. Lucie County
TCRPC	Treasure Coast Regional Planning Council
TOD	Transit-Oriented Development

**TABLE 1**  
**TCRPC PROPOSED GENERAL FUND BUDGET FOR FISCAL YEAR 2021-2022**  
**REVENUES**

Revenue Source	Amended 2020-2021	Proposed 2021-2022	Change	Percent
<b>STATE</b>				
FDEM-SARA Title III (LEPC)	\$80,000	\$70,000	-\$10,000	
SLC - Hazards Analysis	6,557	4,940	-1,617	
SLC Small Quantity Generator Project	27,500	27,500	0	
Stuart US1 (FDEO)	38,000	0	-38,000	
SRES Evacuation Study	87,500	0	-87,500	
<b>Subtotal</b>	<b>\$239,557</b>	<b>\$102,440</b>	<b>-\$137,117</b>	<b>-57.2%</b>
<b>FEDERAL</b>				
HMEP Training & Planning	\$64,579	\$64,579	\$0	
FDOT Land Use & Transportation Study	50,000	50,000	0	
EDA Economic Development Planning	70,000	70,000	0	
EPA - Brownfields Assessment Grant	240,000	56,000	-184,000	
EPA - Revolving Loan Fund Management	12,000	12,000	0	
EDA COVID-19 Supplemental	200,000	200,000	0	
<b>Subtotal</b>	<b>\$636,579</b>	<b>\$452,579</b>	<b>-\$184,000</b>	<b>-28.9%</b>
<b>LOCAL</b>				
SFRTA Planning Assistance	\$100,000	\$100,000	\$0	
PBTPA Planning (Quiet Zones, RPB SR-7, etc.)	28,320	76,602	48,282	
Martin County CRA LDRs	46,000	0	-46,000	
Indian Trail Improvement District Mobility Plan	56,502	0	-56,502	
Riviera Beach CRA Plan Update	140,100	210,000	69,900	
Southern Grove Master Plan	175,050	0	-175,050	
Southern Grove Master Plan Add'l Services	12,225	0	-12,225	
Delray Beach CRA Plan Update	0	22,575	22,575	
North Palm Beach US1	29,658	0	-29,658	
Stuart Gateway Triangle	30,000	0	-30,000	
Wellington State Road 7 Study	72,220	30,800	-41,420	
Indian Trail Improvement District Commercial (FDEO)	35,000	0	-35,000	
Pineapple Park	5,000	5,000	0	
Sewall's Point Strategic Blueprint	10,000	0	-10,000	
Twin City Mall	11,008	46,804	35,796	
Royal Palm Beach	0	99,000	99,000	
Delray Beach CBD Code	0	5,000	5,000	
Martin County CRA Continuing Services	0	20,000	20,000	
<b>Subtotal</b>	<b>\$751,083</b>	<b>\$615,781</b>	<b>-\$135,302</b>	<b>-18.0%</b>
<b>LOCAL DUES</b>				
Palm Beach County	\$622,579	\$630,592	\$8,013	
Martin County	68,197	69,359	1,162	
St. Lucie County	133,024	138,574	5,550	
Indian River County	66,624	68,299	1,675	
<b>Subtotal</b>	<b>\$890,424</b>	<b>\$906,824</b>	<b>\$16,400</b>	<b>1.8%</b>
<b>MISCELLANEOUS</b>				
Interest	\$250	\$750	\$500	
Miscellaneous	0	0	0	
<b>Subtotal</b>	<b>\$250</b>	<b>\$750</b>	<b>\$500</b>	<b>200.0%</b>
<b>TOTAL</b>	<b>\$2,517,893</b>	<b>\$2,078,374</b>	<b>-\$439,519</b>	<b>-17.5%</b>

**TABLE 2**  
**TCRPC PROPOSED GENERAL FUND BUDGET FOR FISCAL YEAR 2021-2022**  
**EXPENDITURES**

Spending Category	Amended 2020-2021	Proposed 2021-2022	Change	Percent
Salaries	\$910,000	\$936,000	\$26,000	
Benefits	390,000	408,000	18,000	
Occupancy Expenses	15,000	15,000	0	
Insurance	22,000	22,000	0	
Equipment & Software Maintenance	19,000	19,000	0	
Office Supplies & Expenses	20,000	20,000	0	
Outsourced Printing / Graphics	500	500	0	
Copying	12,000	11,000	-1,000	
Telephone	10,000	10,000	0	
Postage	1,100	1,100	0	
Travel	10,000	35,000	25,000	
Dues & Memberships	32,000	32,000	0	
Training & Conferences	5,000	20,000	15,000	
Education	2,000	2,000	0	
Library & Publications	500	500	0	
Legal Advertising	2,500	2,500	0	
Legal Fees	25,000	25,000	0	
Audit Fees	12,500	12,500	0	
Utilities, Repairs & Maint. for Bldg	20,000	20,000	0	
Note Payable for Building	133,849	133,849	0	
Advance Note Principal Repayment	30,000	30,000	0	
Coalition Assessment Support	2,000	0	-2,000	
<b>Subtotal</b>	<b>\$1,674,949</b>	<b>\$1,755,949</b>	<b>\$81,000</b>	<b>4.8%</b>
Consultants - Planning	799,944	302,425	-497,519	
<b>Subtotal</b>	<b>\$2,474,893</b>	<b>\$2,058,374</b>	<b>-\$416,519</b>	<b>-16.8%</b>
Capital Outlay	20,000	15,000	-5,000	
Capital Outlay-Bldg (FARB)	23,000	5,000	-18,000	
<b>TOTAL</b>	<b>\$2,517,893</b>	<b>\$2,078,374</b>	<b>-\$439,519</b>	<b>-17.5%</b>

TABLE 3

TREASURE COAST REGIONAL PLANNING COUNCIL  
LOCAL MEMBER CONTRIBUTIONS  
FISCAL YEAR 2021-2022

<u>County</u>	<u>2020 Population*</u>	<u>2021-2022 Local Dues**</u>
Palm Beach	1,466,494	\$630,592
Martin	161,301	69,359
St. Lucie	322,265	138,574
Indian River	<u>158,834</u>	<u>68,299</u>
 TOTAL	 2,108,894	 \$906,824

\* Population Estimate as of April 1, 2020 per Florida Office of Economic and Demographic Research.

\*\* Local dues are charged at a rate of \$0.43 per capita.

TABLE 4

TREASURE COAST REGIONAL PLANNING COUNCIL  
RESTRICTED FUND BUDGET  
FISCAL YEAR 2021-2022

Revenue Source	Amended 2020-2021	Proposed 2021-2022	Change	Percent
Brownfields RLF - Interest Income	\$6,000	\$6,000	\$0	0.0%
Miscellaneous	0	0	0	
<b>Subtotal</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>0.0%</b>
Spending Category				
Brownfields Programmatic Expense	\$12,000	\$12,000	\$0	0.0%
<b>Subtotal</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$0</b>	<b>0.0%</b>

TABLE 5

TREASURE COAST REGIONAL PLANNING COUNCIL  
HOLIDAY SCHEDULE  
2021-2022

Veteran's Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Day after Thanksgiving	Friday, November 26, 2021
Christmas Eve	Friday, December 24, 2021
Christmas Day	Monday, December 27, 2021
New Year's Day	Friday, December 31, 2021
Martin Luther King Day*	Monday, January 17, 2022
Presidents' Day*	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Two Personal Days**	

\* Staff has the option of taking either Martin Luther King Day or Presidents' Day

\*\* Staff receives a total of 12 holidays, which includes two personal days. Personal days must be taken before September 30, 2022.



## NARRATIVE ON REVENUES

TABLE 1 summarizes and compares Council revenues budgeted for FY 2020-2021 with the proposed budget for FY 2021-2022. Following is a line-by-line discussion of revenues:

### STATE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$239,557	\$102,440	(\$137,117)

The proposed decrease of 57.2 percent is due to a decrease in the amount of funding for the Local Emergency Planning Committee as well as completion of the State-Funded US 1 Study in Stuart and the Statewide Regional Evacuation Study.

### FEDERAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$636,579	\$452,579	(\$184,000)

The proposed decrease of 28.9 percent is due to acceleration of work on the EPA Brownfields Assessment Grant in the prior fiscal year leaving less funding available for this third, final, year of the grant.

### LOCAL

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$751,083	\$615,781	(\$135,302)

The proposed decrease of 18.0 percent is due to completion of the Martin County CRA LDR project, Indian Trail Improvement District Mobility Plan and Commercial Study, the Southern Grove Master Plan, North Palm Beach, US 1, and the Stuart Gateway Triangle plan. This is partially offset by new contracts with Royal Palm Beach for State Road 7, Martin County CRA Continuing Services, and other local contracts.

### LOCAL DUES

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$890,424	\$906,824	\$16,400

The proposed change represents an increase of 1.8 percent. The increase in revenue reflects the required use of 2020 population estimates to determine local member contributions which show the population for the region increased 1.8 percent over the prior year (Table 3). Local dues are charged at a rate of \$0.43 per capita, which is unchanged from the prior year.

**MISCELLANEOUS**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$250	\$750	\$500

The proposed change represents an increase of 200.0 percent due to an increase in interest income from the balance on hand in the General Fund.

**TOTAL REVENUE**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,517,893	\$2,078,374	(\$439,519)

The budget reflects a 17.5 percent decrease in revenue.

## NARRATIVE ON EXPENDITURES

TABLE 2 summarizes and compares Council expenditures budgeted for FY 2020-2021 with the proposed budget for FY 2021-2022. Following is a line-by-line discussion of expenditures:

### SALARIES

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$910,000	\$936,000	\$26,000

The proposed 2.9 percent increase is due to a merit increase for staff averaging 3 percent.

### BENEFITS

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$390,000	\$408,000	\$18,000

The proposed 4.6 percent increase reflects an average 3 percent merit increase for staff and an anticipated 8 percent increase in health insurance costs. Benefit expenditures include employee health insurance, Social Security, Medicare, and retirement plan funding.

### OCCUPANCY EXPENSES

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$15,000	\$15,000	\$0

No change. Included in this category is the archive of files and expense for meeting room space.

### INSURANCE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$22,000	\$22,000	\$0

No change. Included in this category are automobile, liability, property, equipment, and workers' compensation insurance.

### EQUIPMENT MAINTENANCE & SOFTWARE

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$19,000	\$19,000	\$0

No change. This category covers repair and maintenance of office equipment such as computers, printers, plotters, scanners, server, etc. as well as recurring software subscription costs.

**OFFICE SUPPLIES & EXPENSES**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$20,000	\$20,000	\$0

No change. This category includes expenses under \$1,000 for items such as common office supply materials, computer software/upgrades, janitorial service, pest control, office furniture, file cabinets, etc.

**OUTSOURCED PRINTING/GRAPHICS**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$500	\$500	\$0

No change. This category includes digital imaging, color printing, and the enlargement of maps.

**COPYING**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$12,000	\$11,000	(\$1,000)

The proposed decrease of 8.3 percent will better align the proposed budget with actual spending in the first six months of the current fiscal year. This category covers the expenses related to copying and reproduction of all correspondence, publications, and documents produced by Council, as well as the monthly expense of Council’s copy machine lease.

**TELEPHONE**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$10,000	\$10,000	\$0

No change. This category covers the cost of the computer line, land lines, cell phones, air cards, and telephone conference calls.

**POSTAGE**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$1,100	\$1,100	\$0

No change. This category covers the cost of postage and express document shipping.

## **TRAVEL**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$10,000	\$35,000	\$25,000

The proposed 250.0 percent increase is due to a return to a more normal amount of travel now that Coronavirus Pandemic related restrictions are lifted and a more typical pattern of in-person meetings resumes. This category includes the cost of employee travel to meetings and off-site charrette locations as well as travel costs associated with the annual hazardous materials first responder training conference.

## **DUES & MEMBERSHIPS**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$32,000	\$32,000	\$0

No change. This category covers Council's membership and voting representation in the statewide organization of the Florida Regional Councils Association, the National Association of Regional Councils, and the National Association of Development Organizations, as well as membership in other small local organizations.

## **TRAINING & CONFERENCES**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$5,000	\$20,000	\$15,000

The proposed increase of 300.0 percent is due to resumption of the typical pattern of conferences and training events with the lifting of Coronavirus Pandemic related restrictions. This category covers costs for attending or hosting conferences and training first-responders and staff. These activities are often related to contract requirements and paid for out of contract funds.

## **EDUCATION**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,000	\$2,000	\$0

No change. This category covers job-related courses and accredited seminars.

## **LIBRARY & PUBLICATIONS**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$500	\$500	\$0

No change. This category covers books and professional publications for Council and staff.

**LEGAL ADVERTISING**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,500	\$2,500	\$0

No change. This category covers required advertising of regular and committee meetings in the Florida Administrative Weekly.

**LEGAL FEES**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$25,000	\$25,000	\$0

No change. This category covers the cost of Council's Attorney.

**AUDIT FEES**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$12,500	\$12,500	\$0

No change. This category covers the cost of the Council's Annual Audit.

**UTILITIES, REPAIRS, AND MAINTENANCE FOR BUILDING**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$20,000	\$20,000	\$0

No change. This category covers the cost of the electric, water, sewer, trash/recycling, collection, and landscaping services to Council's office building. It also includes non-capital repair and maintenance for the building.

**NOTE PAYABLE FOR BUILDING**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$133,849	\$133,849	\$0

No change. This category covers the expense of servicing the revenue note with Synovus Bank, the proceeds of which were used by Council to buy and renovate its office building in 2008.

**ADVANCE NOTE PRINCIPAL REPAYMENT**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$30,000	\$30,000	\$0

No change. This category covers the expense of an additional monthly principal payment of \$2,500 made toward the note for Council's building.

## **COALITION ASSESSMENT SUPPORT**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,000	\$0	(\$2,000)

The proposed change represents a decrease of 100.0 percent due to the EPA Brownfields Assessment grant drawing to a close as remaining funds are expended on non-administrative activities. This category accounts for money to be transferred to the South Florida Regional Planning Council from the EPA Brownfields Assessment Grant for their work as part of the coalition.

## **CONSULTANTS - PLANNING**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$799,944	\$302,425	(\$497,519)

The proposed change represents a 62.2 percent decrease based on confirmed contracts for FY 2021-2022 and the amount and type of consulting services estimated to be required. Consultants are required to supplement Council staff to complete contract work dealing with transportation engineering and modeling, brownfields technical work, emergency preparedness and training, urban design and town planning, and economic analysis.

## **CAPITAL OUTLAY**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$20,000	\$15,000	(\$5,000)

The proposed change represents a 25.0 percent decrease and a return to more typical expenditure levels compared to last fiscal year's needs. This category covers the cost of items over \$1,000 that are depreciated over a period of three or five years.

## **CAPITAL OUTLAY-BUILDING FIXED ASSET REPLACEMENT BUDGET (FARB)**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$23,000	\$5,000	(\$18,000)

The proposed change represents a 78.3 percent decrease and a return to more typical levels of funding towards this account compared to last year's air-conditioning repair needs.

## **TOTAL EXPENDITURES**

<u>Current</u>	<u>Proposed</u>	<u>Change</u>
\$2,517,893	\$2,078,374	(\$439,519)

The budget reflects a 17.5 percent decrease in expenses.